

**UNITED STATES DEPARTMENT OF AGRICULTURE**

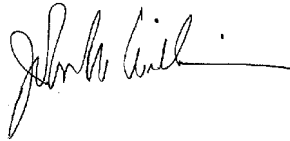
Farm Service Agency  
Washington, DC 20250

**Notice AS-2040**

**For:** State Offices

**Travel Information for Advanced Simplified Acquisition Training**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Background**

Notice AS-2037:

- provided State Offices with information about the “Advanced Simplified Acquisition” training class to be held April 8 through April 12, 2002
- asked for confirmation of the proposed list of participants.

The list of participants has been finalized and hotel arrangements have been made.

**B**

**Purpose**

This notice provides:

- hotel and related travel information for participants
- a list of class participants in Exhibit 1.

**C**

**Contact**

If there are questions about this notice, contact Diane Cudd, MSD, at 202-690-1061.

**Disposal Date**

May 1, 2002

3-27-02

**Distribution**

State Offices

## 2 Training Session Information

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### A

#### **Reservation Information**

A block of rooms has been reserved, in the participants' names, at the following:

Lansdowne Conference Center  
44050 Woodbridge Parkway  
Leesburg, Virginia 20176  
1-800-541-4801.

The cost of the training, lodging and meals for all participants staying overnight at the Conference Center will be paid separately by MSD. Participants shall **not** claim any lodging or meal expenses when preparing their travel vouchers.

**Note:** You must have your USDA identification badge to receive the Government per diem rate.

Participants must:

- call the hotel at 1-800-541-4801 by Friday, March 29, 2002, to confirm the room reservation
- plan to check in after 3 p.m. on Sunday, April 7, 2002.

**Note:** All reservations will be held until 6 p.m. on arrival night.

Travel for Federal State Office participants shall be charged to Washington-controlled State Travel Funds. Each employee must have an approved AD-202, or FSA-164, as applicable, before incurring travel expenses. **This notice does not constitute an approved travel authorization.**

Since there is no charge to the employee for lodging or meals, the employee shall be authorized a flat M&IE rate of \$2 per day.

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### B

#### **Transportation Information**

Participants should arrive and depart from the Dulles International Airport. Transportation to the hotel is available by either an airport shuttle service or taxi. The cost is approximately \$16 per person, one-way, and arrangements should be made directly with Lansdowne Resort at 1-800-541-4801.

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Continued on the next page

## 2 Training Session Information (Continued)

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### C

#### **Class Location and Hours**

The class will be held at the hotel. Check with the hotel for the exact room location. The class is scheduled to begin Monday, April 8, 2002, at 8 a.m. and end at 4:30 p.m. each day.

**Exception:** On Friday, April 12, 2002, the class will end at 12 noon. Do **not** make return airline reservations before 2 p.m. Friday, April 12, 2002.

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### D

#### **Reasonable Accommodations**

Notify the airlines and the hotel of any accommodations that are necessary.

Persons with disabilities who require accommodations to attend or participate in this training should contact Diane Cudd at 202-690-1061, e-mail at [diana\\_cudd@wdc.usda.gov](mailto:diana_cudd@wdc.usda.gov) by March 29.

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## 3 Documenting Training

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### A

#### **Using the Combined Administrative Management System (CAMS)**

Participants or your State Training Officer shall document this training by using CAMS. The CAMS course number is 020069 and session number is 0001.

Direct questions about processing in CAMS to your State Training Officer or the Training and Development Branch, HRD to Joe Hoffman or Tom Montgomery at 202-418-9041.

Other participants that do not use CAMS shall complete SF-182 according to Agency training policy.

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**Training Class Participants**

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<b>Office</b>	<b>Employee's Name</b>
Arkansas	Charlotte Murphy
Caribbean Area	Edwin Pagan Edgar Maldonado
Colorado	Richard Pruess
Delaware	Robin Talley
Georgia	Cynthia Valles
Illinois	Claudia Meyer
Indiana	Michael Mattingly
Iowa	Dennis Olson
Kansas	Sonja Berry Patty Hageman
New Mexico	Leo Luna
North Dakota	Russell Bubach
Oklahoma	Phil Estes Carolyn Stipe
Oregon	Tammy Hiltz
Pennsylvania	Kathy McLean
South Carolina	Debbie Fripp
South Dakota	Joan Russell
Tennessee	Yvonne Smith J.R. Kelly
Utah	Tom Miyagishima Mark Warnick
Vermont	Lana Walden
West Virginia	Ted Wolf
ITSD	Earl Bice Johnny Grace
MSD	Alvin Martin Donald Phauls
RMA	Bonnie Hall Mary Slay Wanda Vaughn

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